



MARIBYRNONG SPORTS ACADEMY



VCE Notification of Absence for Sporting Commitments

With our strong and stated philosophy of assisting our student athletes to balance their academic and sporting achievements, it is a policy and requirement of Maribyrnong College and the Sports Academy that all absences are accounted for. **It is your responsibility to notify the relevant Leading Teacher of the Sports Academy (Mr Holmes) and then the Year Level Coordinator with this form.**

Please advise key staff about the times and dates that you will be absent from school due to extended sporting commitments by:

1. Completing the relevant details below including **parent or carer signature(s)**
2. Asking **Sports Academy staff and your teachers** to sign this form
3. Asking **Year Level Coordinator** to sign this form
4. Returning the form to Sports Academy Leading Teacher **one week** before your absence if you want it considered as an "approved" absence. Note: this does not automatically guarantee that it will be recorded as "approved".

It is also your responsibility to find out what school work and SACs you have missed during the absence and to complete all set class work on your return. If you are absent because of injury or illness, simply call the College in the usual manner.

Once your form is returned to the Sports Academy reception, we will provide copies to the relevant Attendance officer for your year level.

Student Name: _____ Home Group: _____ Sport: _____

Dates absent: _____ Venue/Location: _____

Reason for Absence: _____

Teacher	Subject	Signature	SACs/Work Set

1. Parent or Carer Signature: _____

2. Sports Academy signature: _____ **Approved Absence: Yes / No**

3. Year Level Coordinator signature: _____

4. Returned to Sports Academy reception: Yes / No (Circle) Date Received: / /

Forwarded to relevant Attendance Officer: Yes / No (Circle)